

<p style="text-align: center;">KENTUCKY CORRECTIONS Policies and Procedures</p>	<p>Policy Number</p> <p style="text-align: center;">7.2</p> <p>Date Filed</p> <p style="text-align: center;">June 3, 2005</p>	<p>Total Pages</p> <p style="text-align: center;">3</p> <p>Effective Date</p> <p style="text-align: center;">September 20, 2005</p>
<p>References</p> <p>KRS 196.035, 197.020</p>	<p>Subject</p> <p style="text-align: center;">ASBESTOS ABATEMENT</p>	

I. AUTHORITY

This policy and procedure is issued in accordance with the provisions of KRS 196.035, which authorizes the Commissioner of the Department of Corrections (Corrections) to adopt, amend, or rescind regulations necessary for the proper administration of Corrections.

II. PURPOSE

To publish guidance for the proper abatement of asbestos or asbestos containing materials that might be present in Corrections buildings.

III. APPLICABILITY

This policy applies to all state owned institutions, facilities and buildings used and controlled by Corrections.

IV. DEFINITIONS

As used in this document, the following definitions apply:

"Asbestos abatement" means any procedure designed to control the release of asbestos into the atmosphere that includes removal, enclosure or encapsulation.

"Asbestos abatement contractor" means the individual or entity responsible for the onsite supervision of the removal, encapsulation, or enclosure of the friable asbestos containing material (ACM). An asbestos abatement contractor may also perform the duties of an asbestos abatement supervisor, asbestos project designer or asbestos abatement worker.

"Asbestos containing materials" means any material containing more than one (1) percent asbestos by weight, like cement products, ceiling tiles, floor tiles, wallboard, acoustical plaster, fireproofing textiles, pipe lagging (thermal insulation), and other materials.

"Certified correctional staff" means a certificate issued by the Kentucky Natural Resources and Environmental Protection Cabinet attesting to the training qualifications of an individual to perform specified asbestos abatement projects.

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"Friable asbestos material" means any asbestos containing material that may be crumbled, pulverized, or reduced to powder by hand pressure.

V. POLICY

Corrections shall meet or exceed all state and federal regulations regarding asbestos exposure and abatement. All institutional maintenance repair, renovation, or demolition projects that involve asbestos disturbance shall be performed only by qualified and certified correctional staff or a private asbestos abatement contractor.

VI. PROCEDURES

A. Abatement

Institutions shall take appropriate and reasonable precautions to ensure that asbestos or asbestos containing materials are not disturbed in the course of any maintenance, repair or renovation work being accomplished.

B. Asbestos and Asbestos Containing Materials Recognition and Verification

Prior to commencing any maintenance, repair, renovation, or demolition work which may involve disturbing asbestos or asbestos containing materials, all these materials or suspicious materials shall be analyzed and tested for content by a qualified laboratory. Only qualified and certified correctional staff or an asbestos abatement contractor shall be allowed to take an asbestos sample using approved sampling methods. Trained staff or other trained personnel shall conduct a thorough inspection of the proposed work site to determine the presence or absence of suspected asbestos or asbestos containing materials, unless its presence or absence has been previously documented through construction records or previous surveys and verifications. Where time permits, presence of asbestos shall be verified through microscopic examination. The verification shall be accomplished by a qualified testing laboratory.

C. Warning Labels

Once ACM has been identified in the building, labels or signs shall be affixed or posted so that employees shall be notified of what materials contain ACM. The institution shall attach the labels or signs in areas where these may be clearly noticed by employees or inmates who are likely to be exposed.

D. Abatement Procedures

1. Asbestos abatement activity shall be coordinated through the Capital Construction Management Branch, Adult Institutions, and shall be accomplished by qualified and certified correctional staff or a private

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asbestos abatement contractor or certified institutional staff qualified to accomplish the activity. A list of qualified contractors shall be available from the Division of Engineering, Department for Facility Management, Finance and Administration Cabinet.

2. When an activity (maintenance, repair, renovation, or demolition) requiring asbestos abatement occurs, the institution or activity affected shall notify the Capital Construction Management Branch, Adult Institutions.
3. When an emergency asbestos abatement project exists (for example, removal of small amount of pipe lagging to repair steam line, replace control valve, and others), the affected institution shall complete an Emergency Asbestos Abatement form and forward it within twenty-four (24) hours after the emergency has been declared to the Capital Construction Management Branch, Adult Institution. This form shall be signed by the Warden or in his absence by the appropriate Deputy Warden.

EMERGENCY ASBESTOS ABATEMENT

**CAPITAL CONSTRUCTION MANAGEMENT BRANCH
DEPARTMENT OF CORRECTIONS
2439 Lawrenceburg Road, P. O. Box 2400
Frankfort, Kentucky 40602-2400**

Reporting Institution: _____ / _____
(Warden's Signature)

Report Submitted By: _____
(Name) (Title)

Date and Time Report Rec'd.: _____
(Central Office Use)

Building and Identification No. _____

Where Corrective Action is to Take Place: _____

Age of Bldg.: _____

Use of Bldg.: _____

Type of Abatement Method Required:

Removal: _____

Encapsulation: _____

Enclosure: _____

Reason for Abatement: (What precipitated the emergency?)

Date and Time Corrective Action Initiated: _____

Date and Time Completed: _____

Amount of Asbestos Containing Material Requiring Removal: _____ Linear Ft. _____ Sq. Ft.

Abatement Performed by Private Contracting Firm:

Contractor: _____

Address: _____

City: _____ State _____ Zip _____

Phone () _____

Disposal Site: _____

Site Name: _____ Owner/Operator Name: _____

Address: _____ Address: _____

City, State: _____ City, State: _____

Phone () _____ Phone () _____

NOTE: This form shall be completed and forwarded to the Capital Construction Management Branch within 24 hours after the emergency is declared.